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📘 Alberta Farm Animal Care
🐦 @AbFarmAnimal

POSTING TITLE: Part-time Bookkeeper

Posting Date: July 22, 2020

Closing Date: August 10, 2020 or until filled

ABOUT THE ALBERTA FARM ANIMAL CARE ASSOCIATION: The Alberta Farm Animal Care Association (AFAC) is a not-for-profit organization that has been founded and funded by the Alberta livestock industry. Our goals of industry training and extension, as well as public outreach and education are funded by a diverse group of members, partners and government grants and programs.

The culture at AFAC is one of collaboration and innovation. The team is as passionate about the work they do with the livestock sector and as they are willing to change and adapt with the times. In the last year AFAC has moved from employing a full-time staff in a bricks-and-mortar office, to working with expert contractors in a virtual office environment. This type of adaptability and nimbleness is critical for anyone looking to join the AFAC team. Visit www.afac.ab.ca to learn more.

POSITION OVERVIEW: AFAC seeks a part-time Bookkeeper to support and provide assistance to the AFAC Executive Director (ED), the Board, and other AFAC team members. The position reports to the ED, presents financial information at Board Meetings. Responsibilities include accounting, GST filing, budgeting, cash management, monthly payroll, accounts receivable and payable, monthly/annual financial reporting, overseeing financial information systems and managing project finances and related reporting.

POSITION OBJECTIVES: To contribute to the operations of AFAC, a livestock industry not-for-profit organization by providing bookkeeping and reporting, ensuring compliance with government terms and regulations, and supporting the ED. The Bookkeeper will report to the ED and the Board and support the AFAC team in preparation and management of project budgets and reports.

PRIMARY DUTIES AND RESPONSIBILITIES Include, but are not limited to:

- Support transition from QuickBooks Desktop to QuickBooks Online.
- Complete the general accounting including among other things, accounts payable, credit card charges, grant funded projects, appropriate allocation of restricted funds, reconciliation of bank accounts, and adjusting journal entries
- Maintain AFAC's compliance as a not-for-profit, including supporting annual review preparation, GST filings and remittances, preparation of all federal and provincial filings.
- Preparation of monthly financials. Analyse and explain budget variances, and assist in producing quarterly projections
- Assist the Executive Director in the preparation of the annual operating budget
- Manage payroll and ensure timely filing of all employee related filings and remittances.
- Manage and implement strategies relating to cash management.



- Manage fiscal relationships including subcontracts and project agreements as they relate to the Association's bookkeeping.
- Maintain and look to improve the bookkeeping system with a goal of becoming paperless.
- Monitor and continuously improve internal control procedures and documentation
- Manage insurance (Directors and Officers, CGL + Cyber) to ensure adequate coverage and cost
- Work with team to provide support and for operations and project management.
- Maintain relationships with bankers and accountant.

QUALIFICATIONS:

- Interest in AFAC and passion for the livestock industry more generally
- Successful completion of a recognized Accounting or Bookkeeping program preferred
- Three or more years of bookkeeping/accounting experience preferably with a non-profit
- Experience with GAAP, fund accounting and not-for-profit accounting principles, practices, and regulations
- Ability to organize, self-start and self-manage. Must be able to manage multiple time-sensitive projects simultaneously.
- A demonstrated capacity to work collaboratively as part of a diverse, highly motivated team
- Strong oral and written communication skills
- Strong computer skills essential. Proven experience with Microsoft Office and QuickBooks Online.
- Proficiency in e-mail and Internet applications.
- Must be able to work evenings and weekends occasionally if needed and travel to board and staff meetings 1-3 times per year.

TERMS OF EMPLOYMENT:

- AFAC operates as a virtual office. Proximity to Calgary would be preferred. Board and team meetings are currently held virtually but it is our hope that in person meetings will resume when provincial health guidelines permit.
- Compensation is commensurate with experience. The Albert Farm Animal Care Association is an equal opportunity employer.

TO APPLY: Applications should be received no later than August 10, 2020. However, we will continue to entertain queries until the position is filled. Preliminary interviews may be held virtually. Final interviews will be held in-person in Calgary, Alberta following social distancing guidelines.

SEND BY E-MAIL: a cover letter, a resume, and names and contact information for three professional references.

Email: annemarie@afac.ab.ca

Subject line: "Your Name" Application for Financial Controller

AFAC thanks all applicants for their interest however only those candidates under consideration will be contacted.